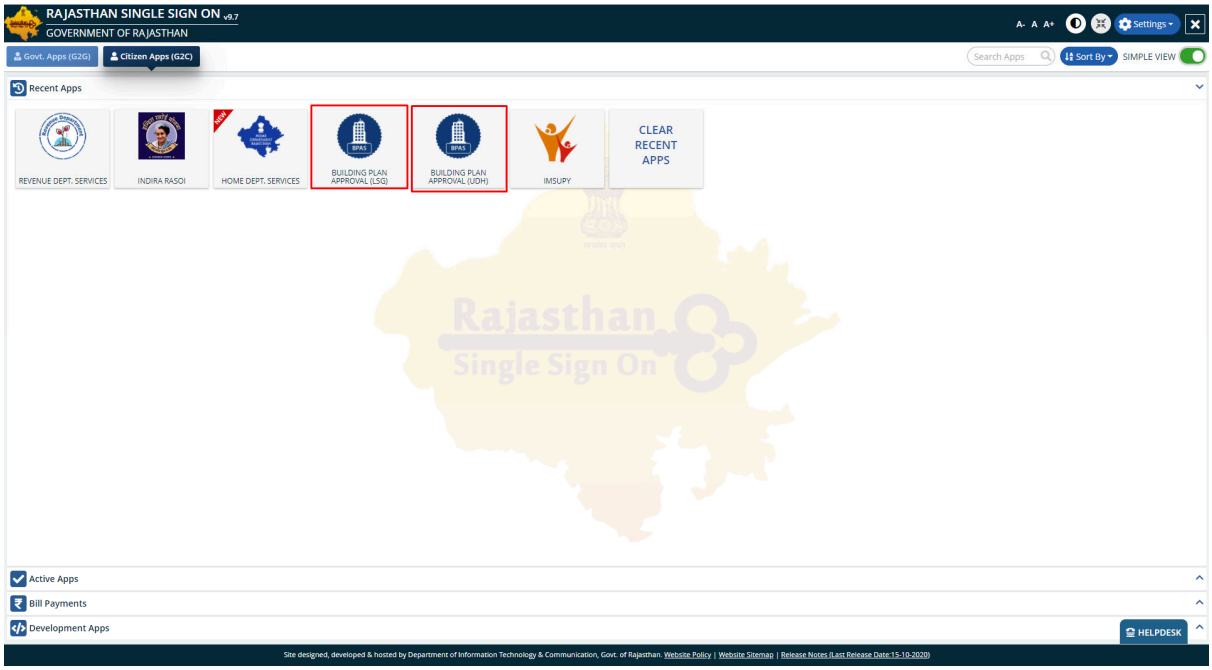
ONLINE APPLICATION SUBMISSION PROCEDURE

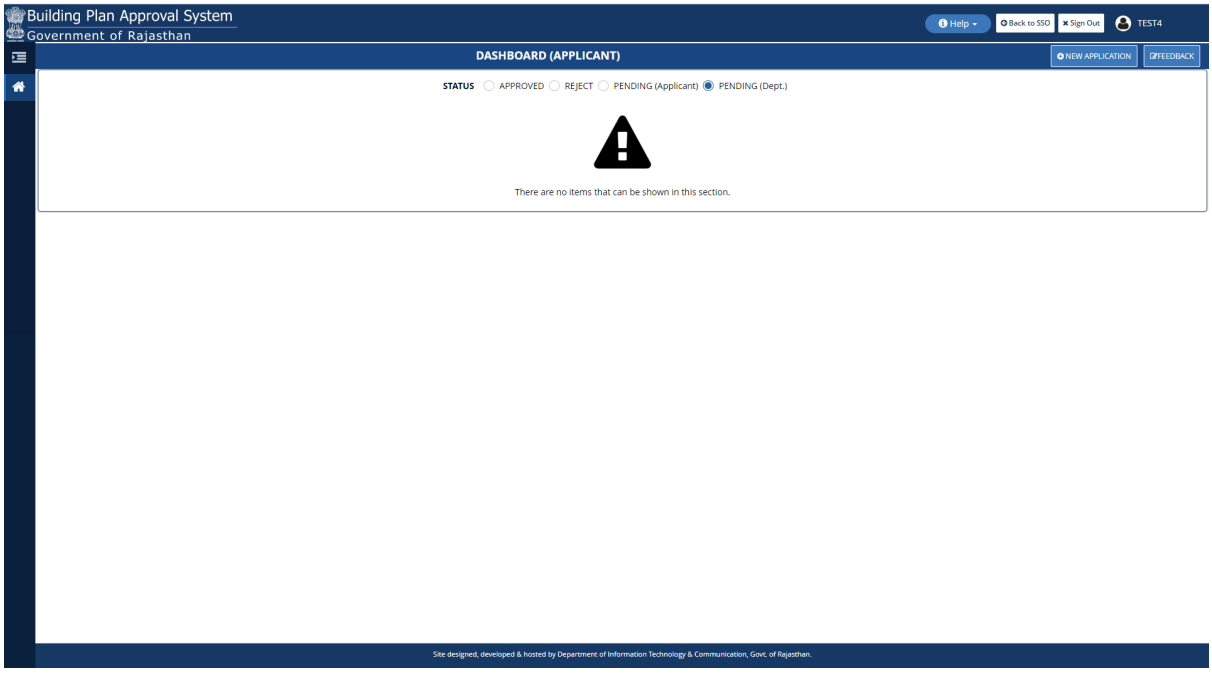
SENDING E-INTIMATION FOR OBTAINING OCCUPANCY CERTIFICATE (OC)
(POST E-INTIMATION OF CoC)

1. Applicant sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

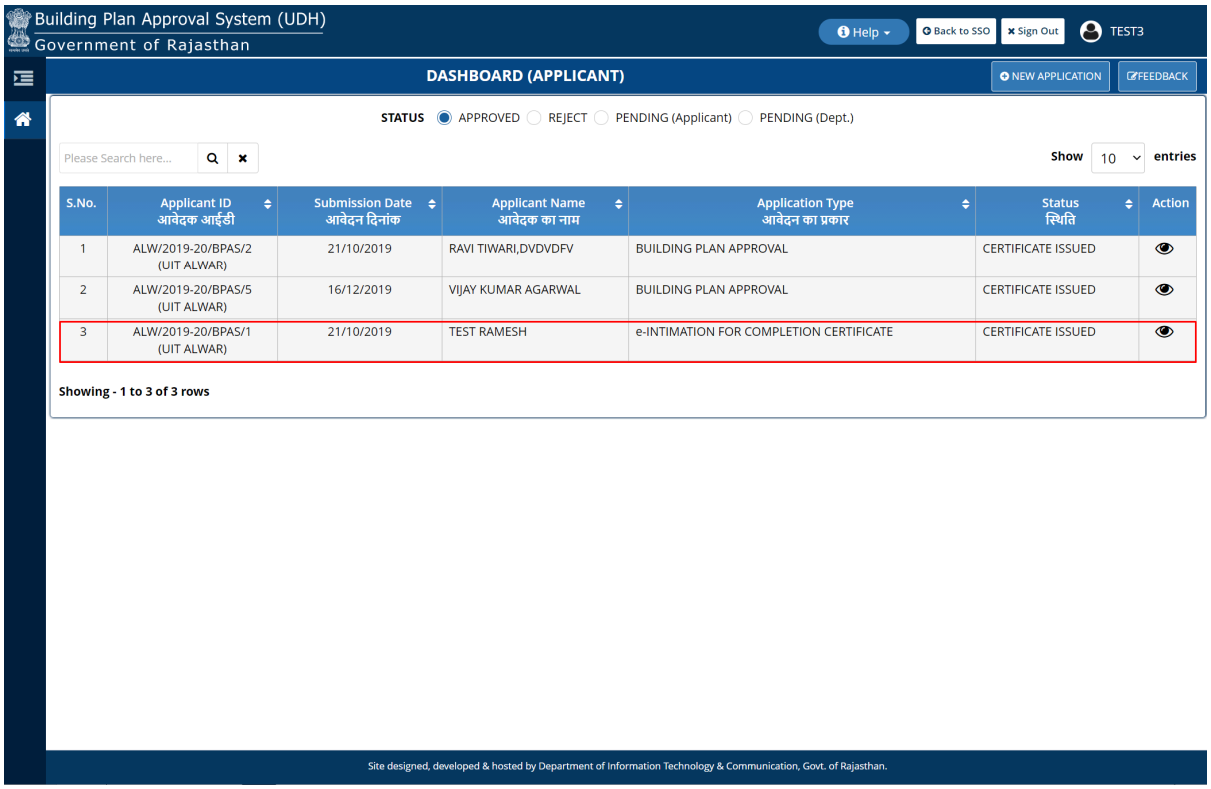
2. After successful sign-in (login), applicant selects “BUILDING PLAN APPROVAL (LSG)” or “BUILDING PLAN APPROVAL (UDH)” from the available list of applications as shown in figure below.



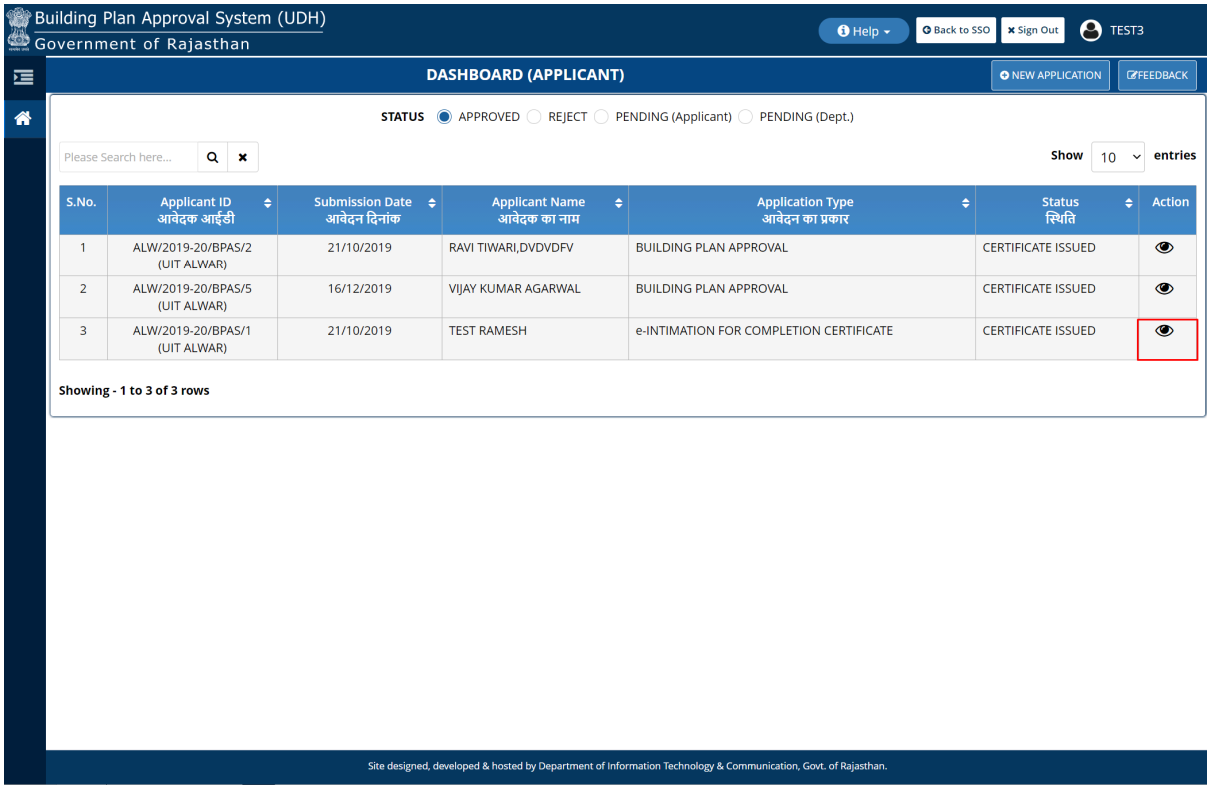
3. Applicant will see the following interface i.e. DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.



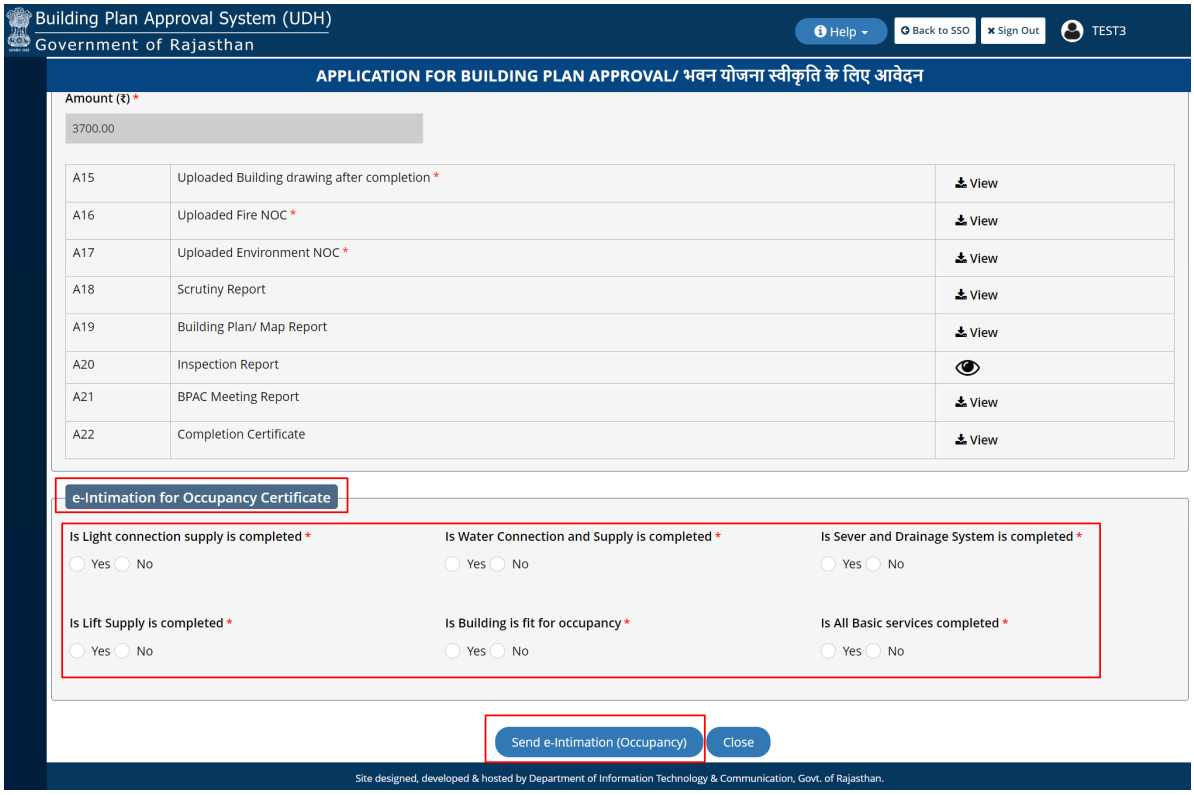
4. Applicant clicks on "APPROVED" status button as highlighted in the figure below to view the application(s) whose e-Intimation for CoC was sent by him/ her earlier to UDH/ LSG and was duly approved by UDH/ LSG.



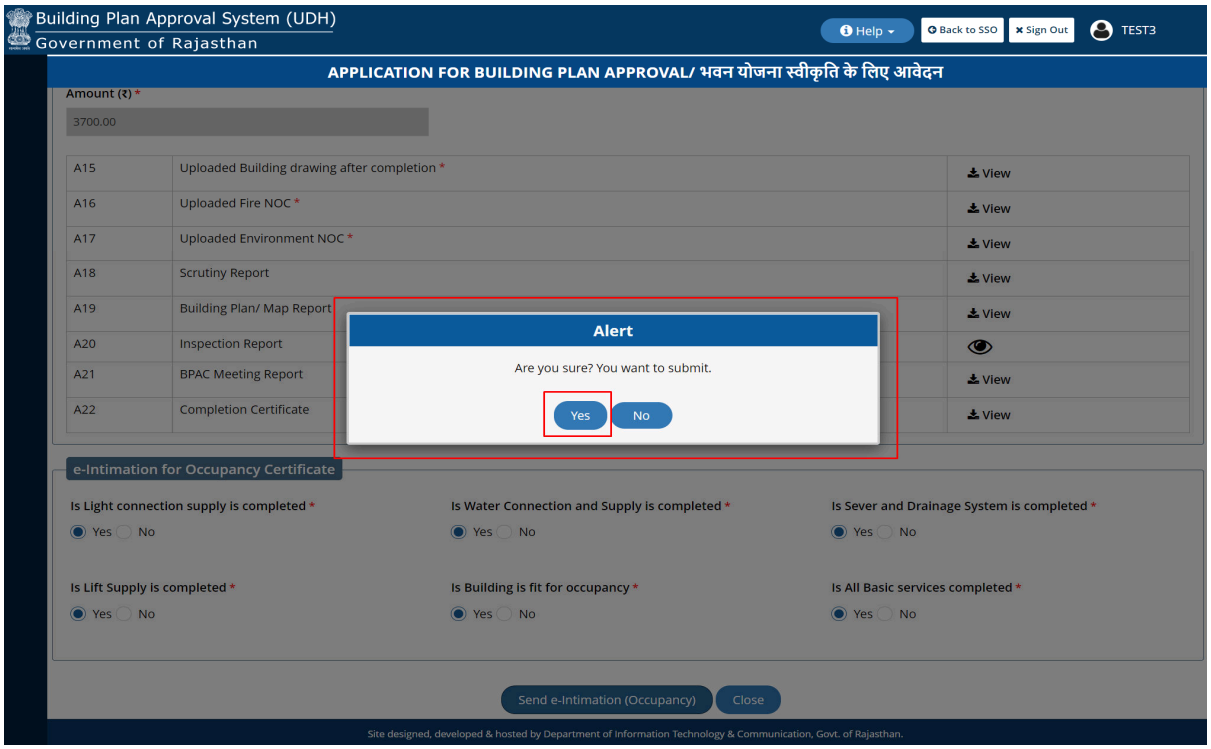
5. Applicant clicks on the VIEW button (eye symbol) as highlighted in the figure below to view the application.



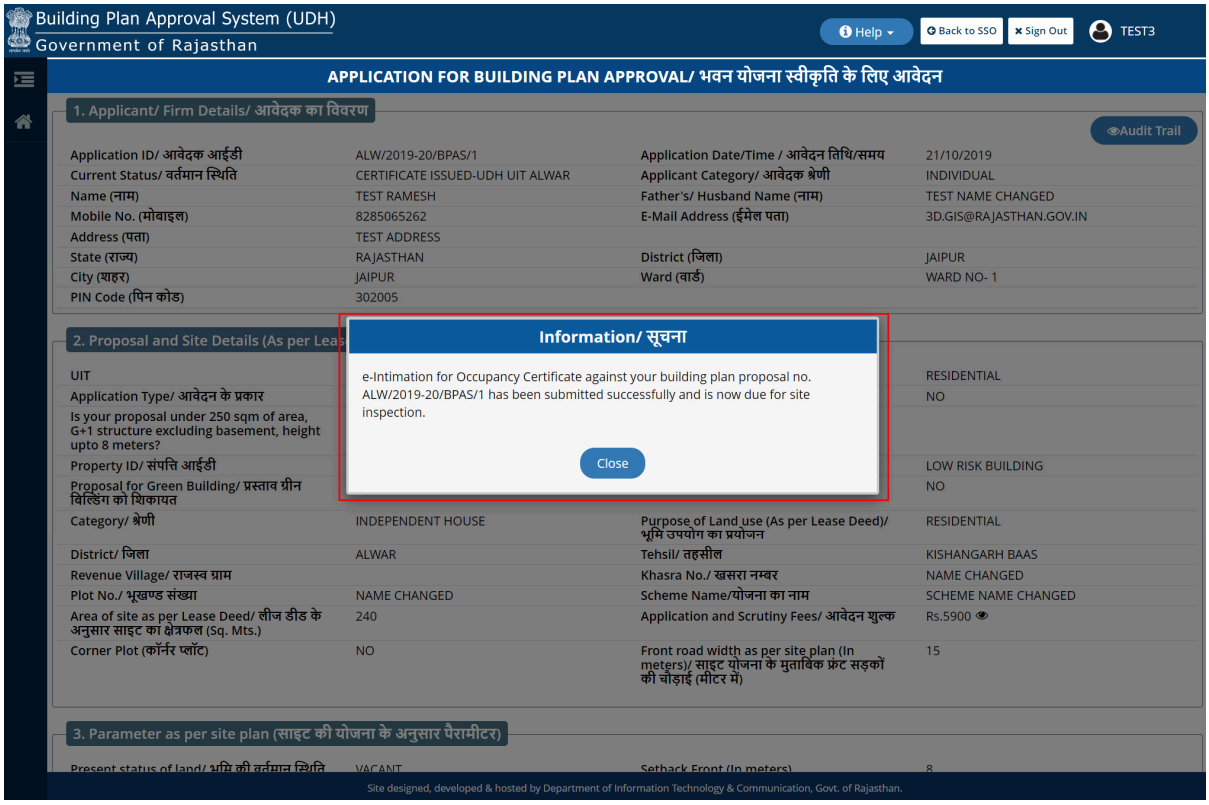
6. Applicant scrolls down to the end of the application form and will see a section for sending “e-Intimation for Occupancy Certificate” as highlighted in the figure below. Applicant provides the required details in support of his e-Intimation for OC and then clicks on the “SEND E-INTIMATION (OCCUPANCY)” button as highlighted in the figure below to send the e-Intimation.



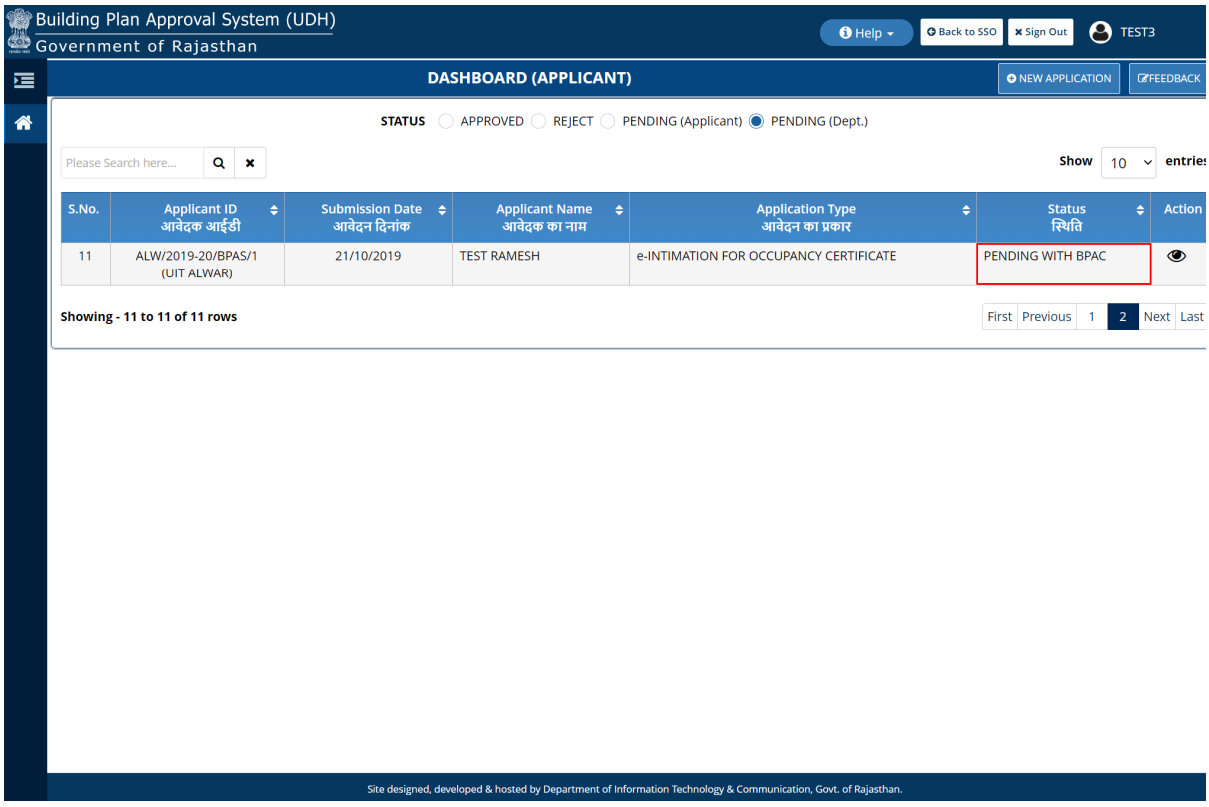
7. Applicant is presented with a confirmation window as highlighted in the figure below wherein he/ she is prompted to confirm the request submission. Applicant clicks on the YES button as highlighted in the figure below to send the e-Intimation.



8. Applicant is immediately acknowledged the receipt of his/ her "e-Intimation for OC" as highlighted in the figure below. Also, an Email/ SMS acknowledgement is sent to the applicant by system.
Note: - System also notifies the applicant about site inspection by respective department officer.



9. Application status is now updated as “PENDING WITH <DEPT-OFFICER>” by the system as highlighted in the figure below.



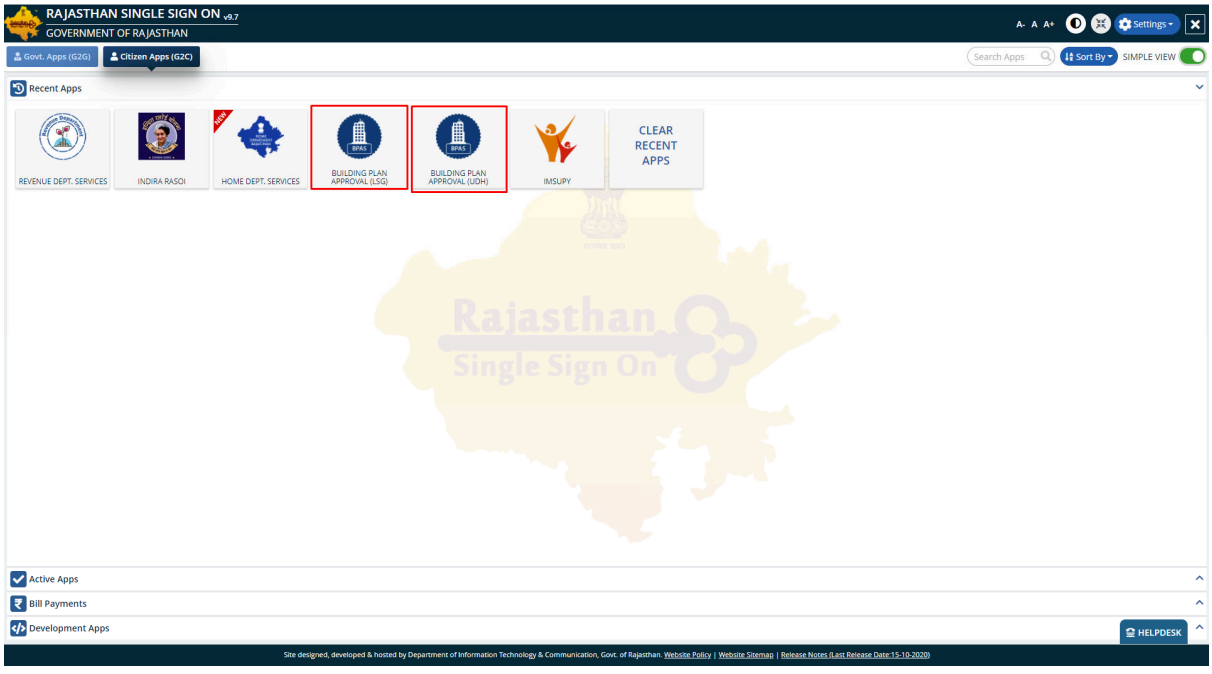
THANK YOU

ONLINE APPLICATION DISPOSAL PROCEDURE

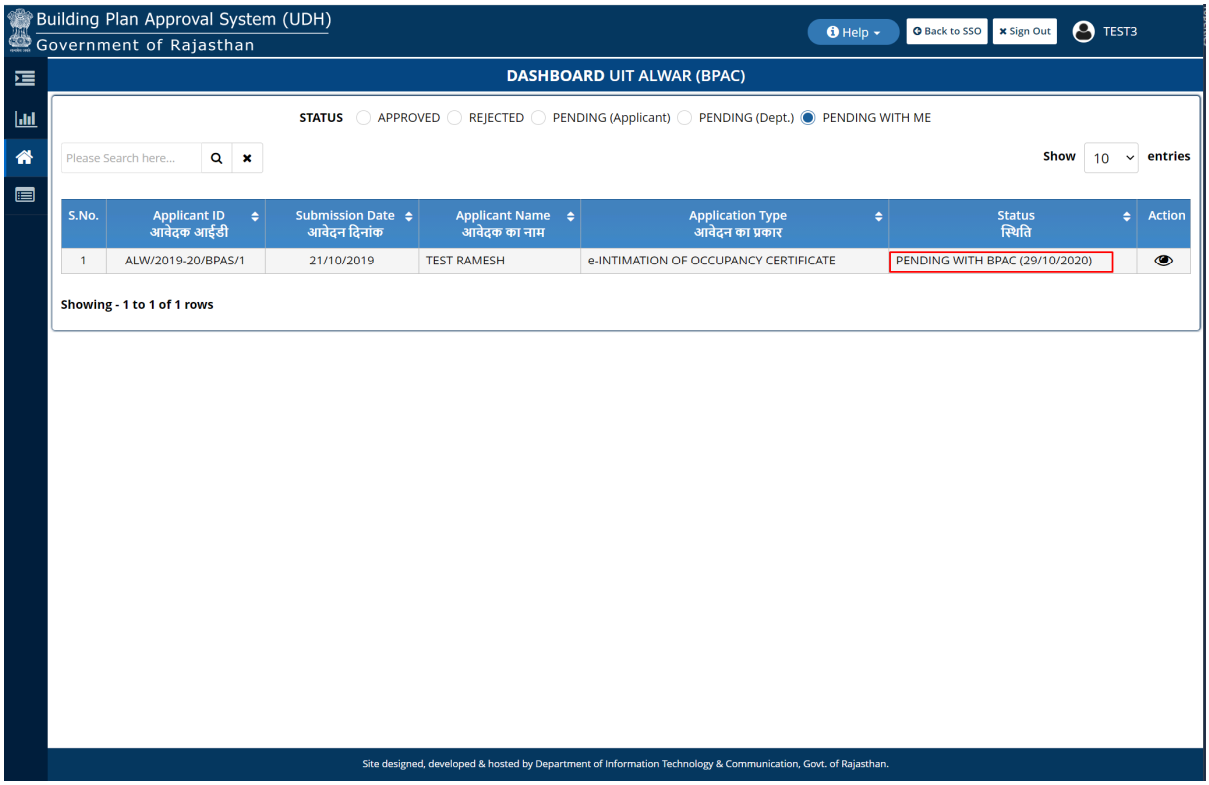
E-INTIMATION FOR OBTAINING OCCUPANCY CERTIFICATE (OC)
(POST E-INTIMATION OF CoC)

1. Dept. Officer (preferably Member Secretary (MS-BPAC)/ Zone DC) sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

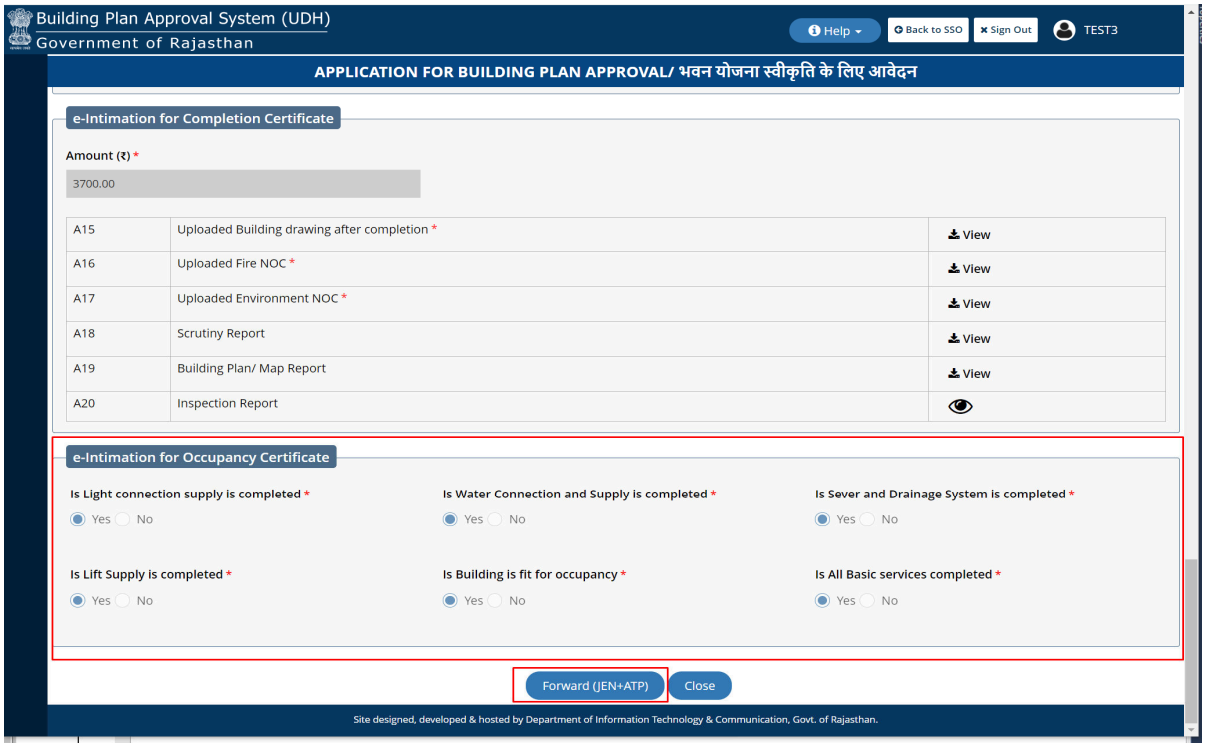
2. After successful sign-in (login), MS-BPAC/ Zone DC selects “BUILDING PLAN APPROVAL (LSG)” or “BUILDING PLAN APPROVAL (UDH)” from the available list of applications as shown in figure below.



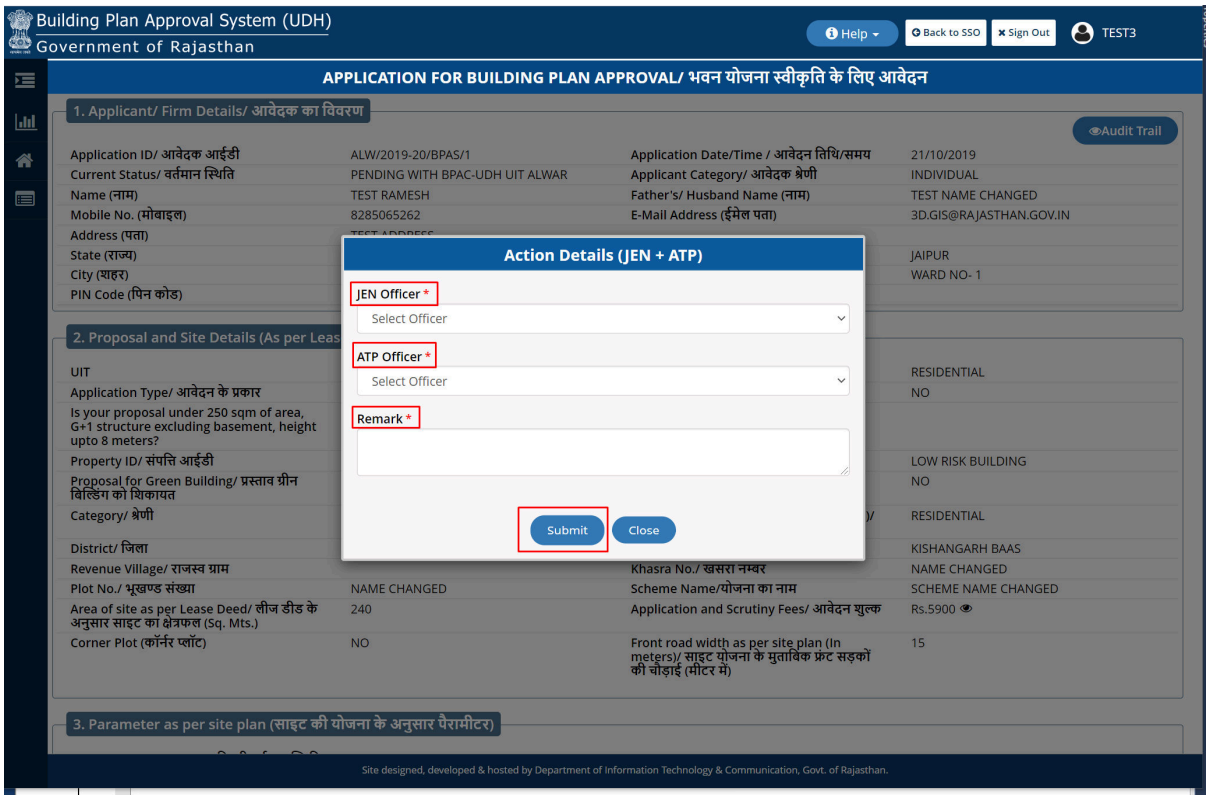
3. MS-BPAC/ Zone DC will see the following interface i.e. DASHBOARD where all the applications pending for his/ her disposal in this stage would be listed. MS-BPAC/ Zone DC clicks on the VIEW button (eye symbol) as highlighted in the figure below to access the application sent by the applicant as e-Intimation for OC.



4. MS-BPAC/ Zone DC thoroughly reviews the details entered by applicant and forwards the e-Intimation request further to JEN+ATP simultaneously by clicking the button “FORWARD (JEN+ATP)” as highlighted in the figure below.

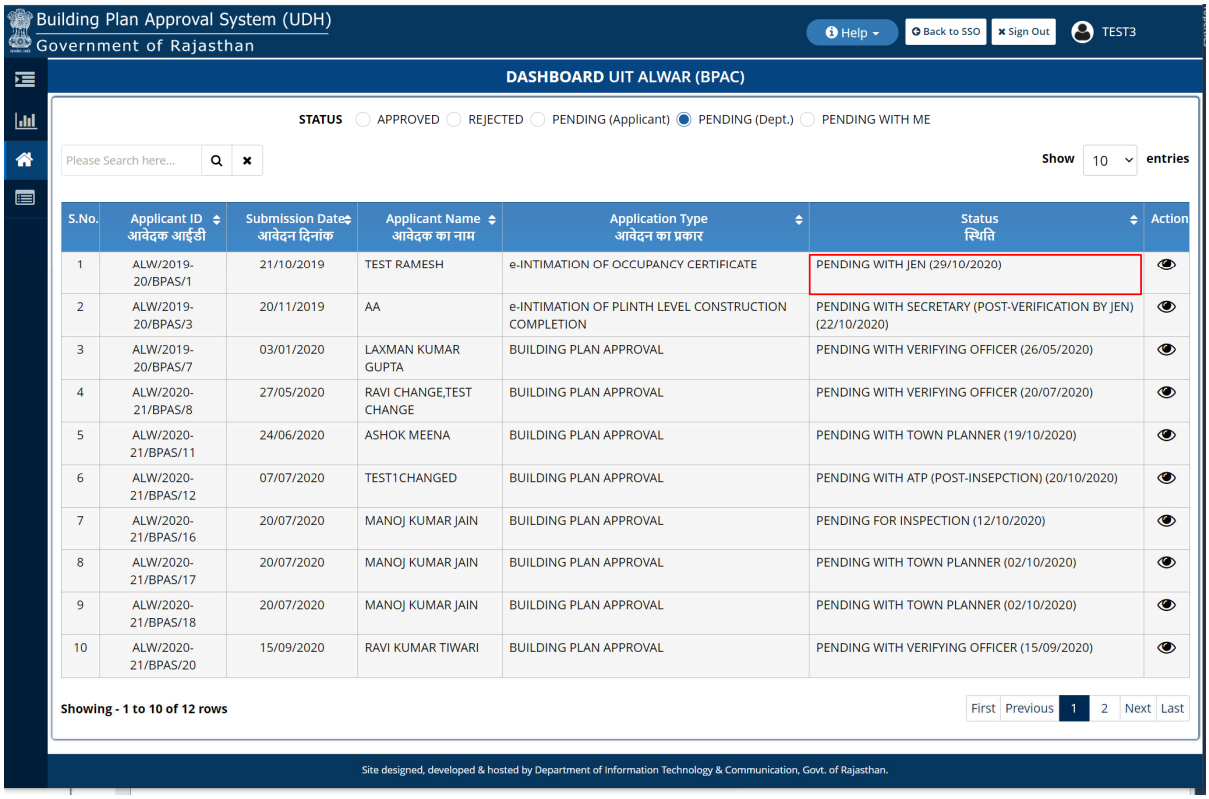


5. Upon clicking the "FORWARD (JEN+ATP)" button, system prompts the MS-BPAC/ Zone DC to selects the JEN and ATP as highlighted in the figure below to whom the application for e-Intimation is to be forwarded and then clicks the "SUBMIT" button.

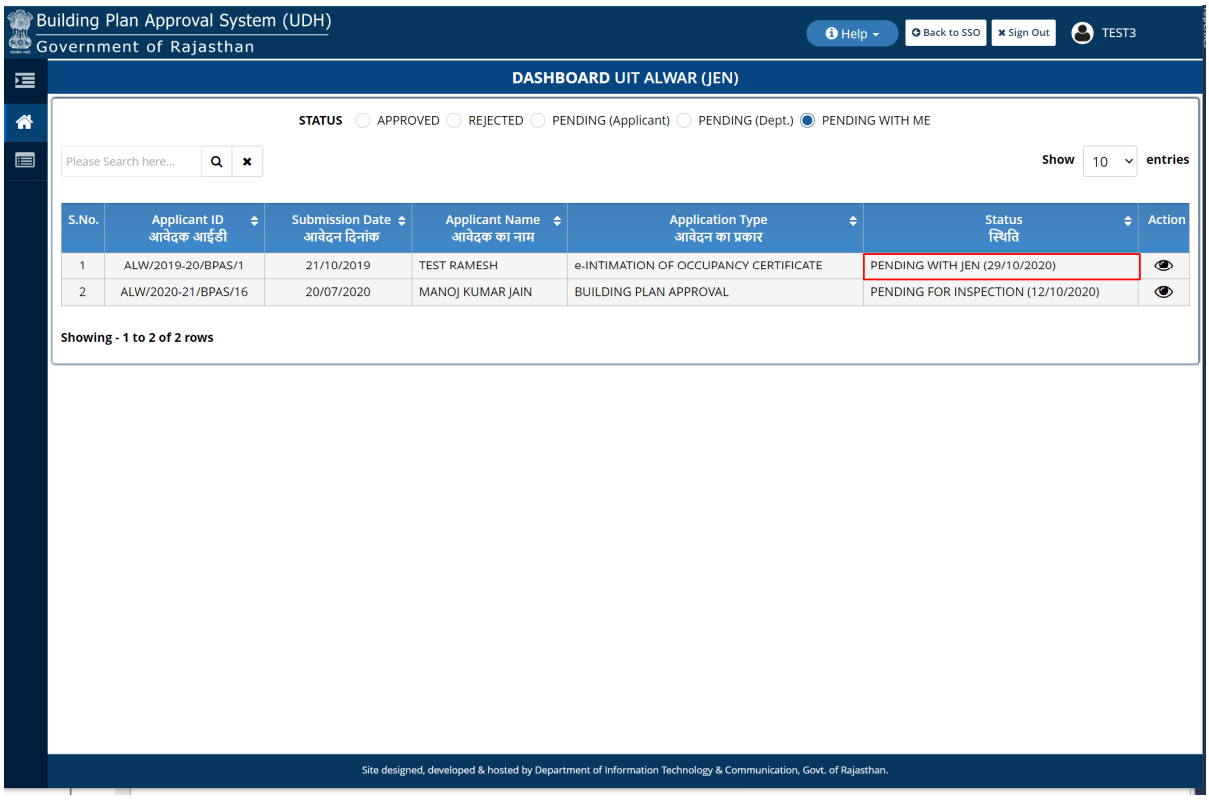


6. Upon clicking the SUBMIT button, system presents a confirmation message to MS-BPAC/ Zone DC as highlighted in the figure below and Applicant is also notified of this event through SMS/ Email.

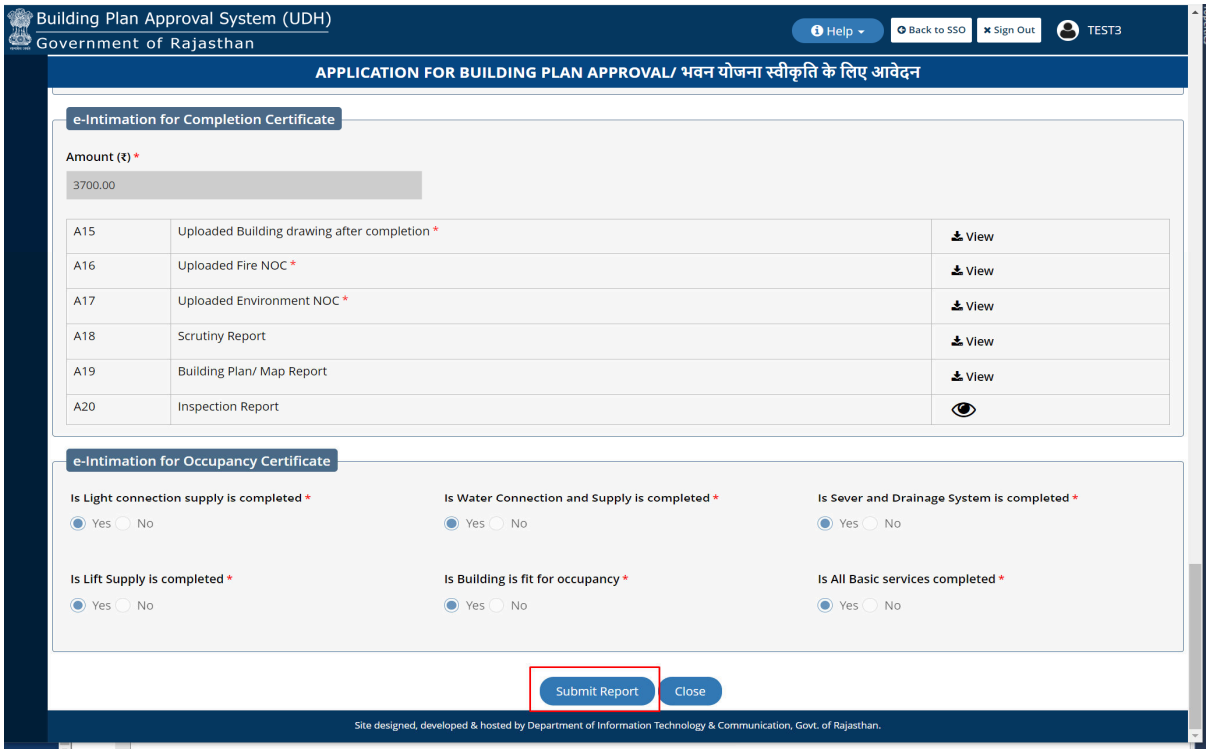
Application status is now updated as “PENDING WITH JEN+ATP” as highlighted in the figure below.



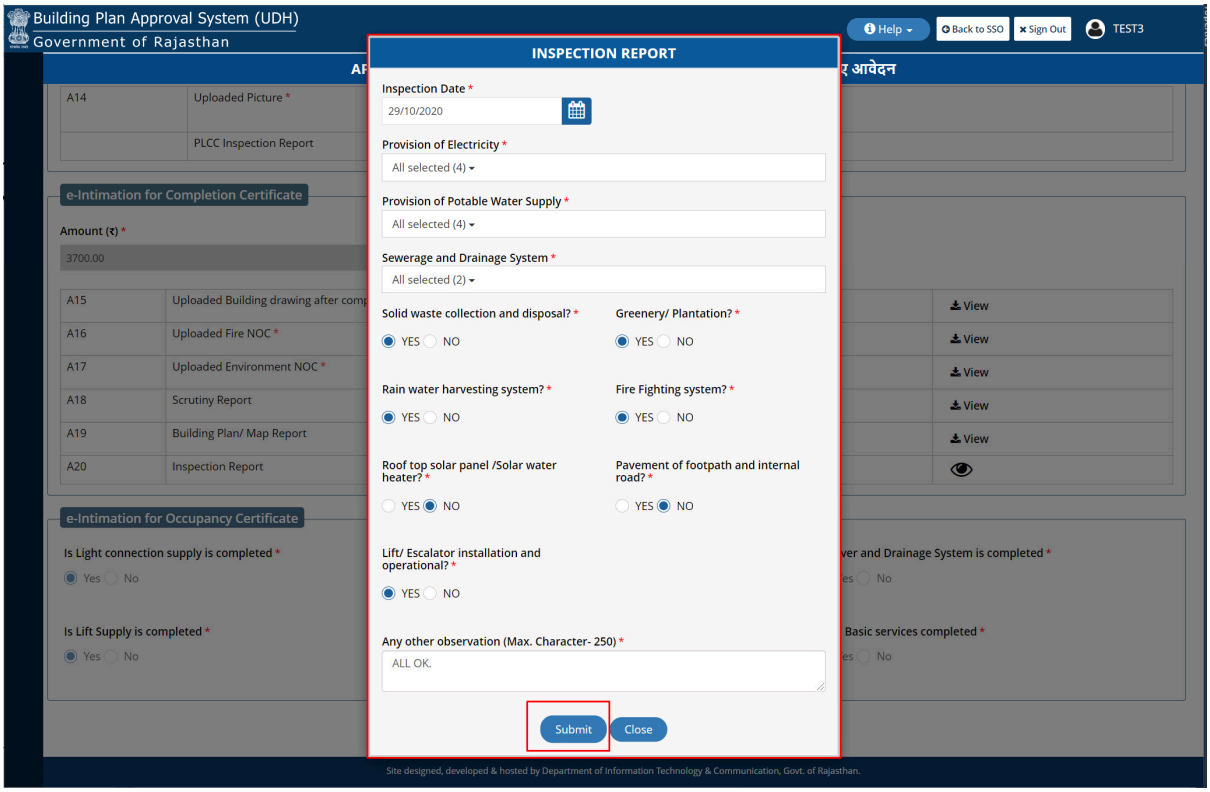
7. Similarly, JEN and ATP login to the system to view the e-Intimation forwarded to them by MS-BPAC/ Zone DC as highlighted in the figure below.



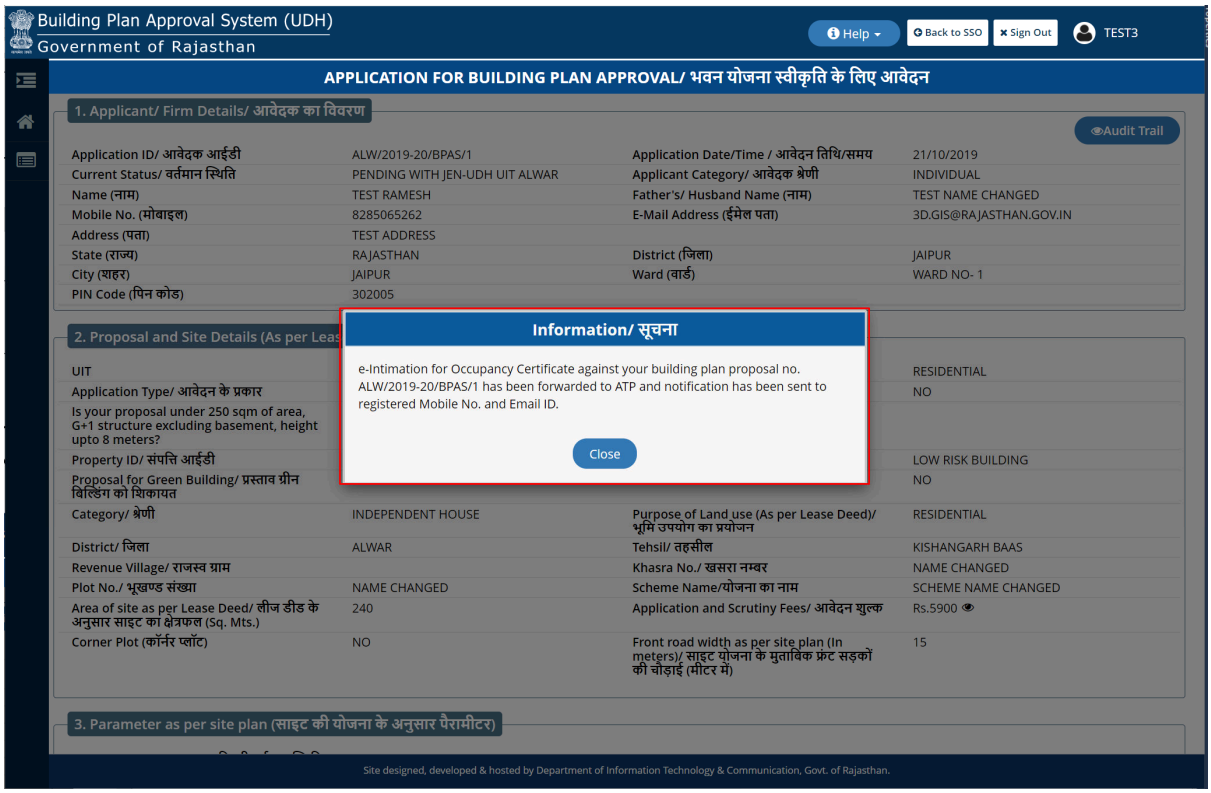
8. JEN/ ATP scrolls to the end of the application as highlighted in the figure below to review the e-Intimation and supporting documents and then perform the site-inspection to validate the construction as per approved building plan. Once the inspection is completed, JEN login to the system and clicks the “SUBMIT REPORT” button as highlighted in the button below to submit his/ her inspection report online.



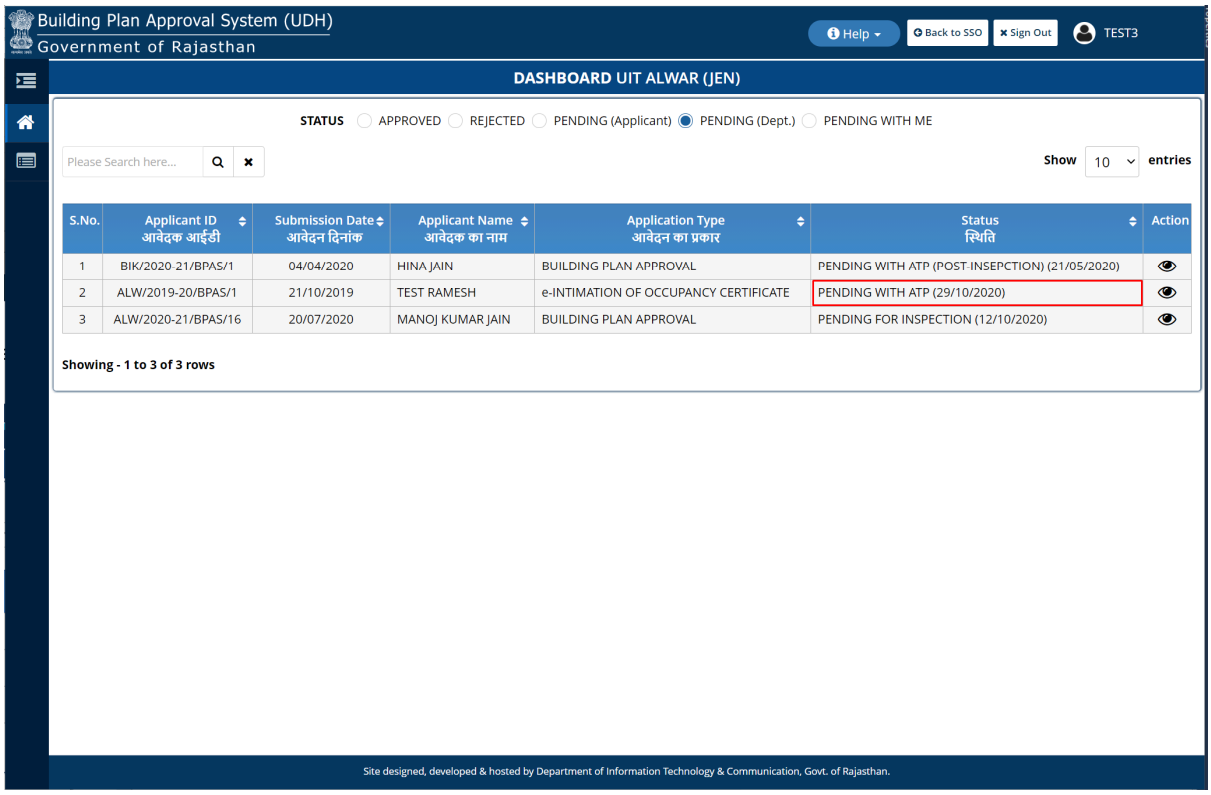
9. JEN is presented with online inspection report form as highlighted in the figure below.



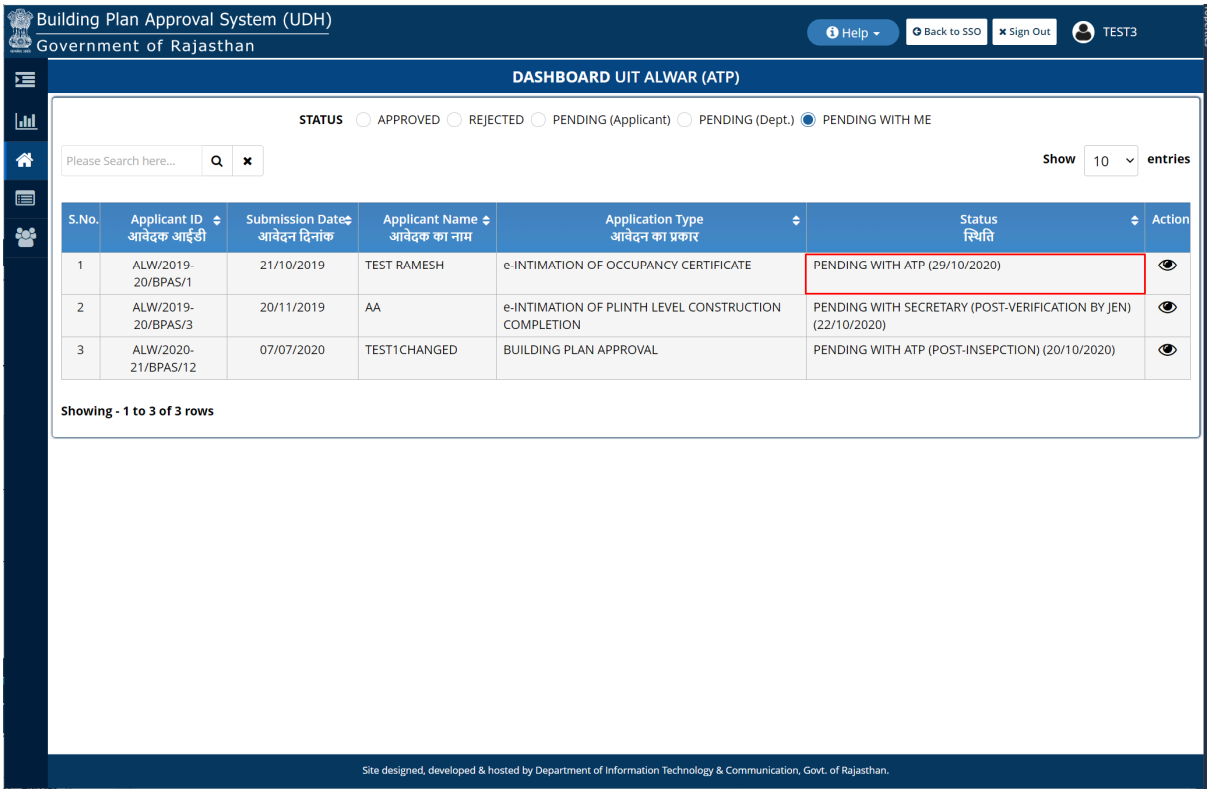
10. JEN fills the inspection form and uploads the required documents collected from applicant during site-inspection and then clicks the SUBMIT button as highlighted in the figure above. JEN is presented with a confirmation message as highlighted in the figure below.



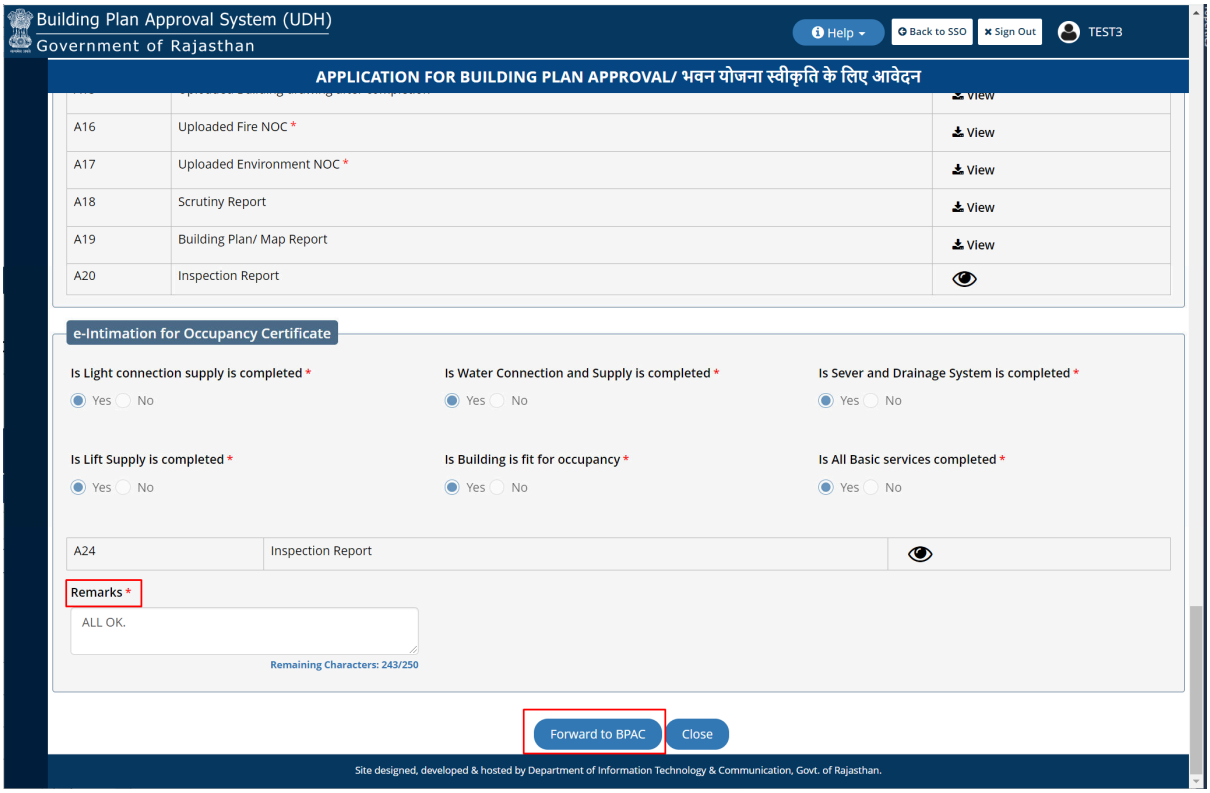
11. Application status is now updated as "PENDING WITH ATP" as highlighted in the figure below and applicant is also notified of this event through SMS/ Email.



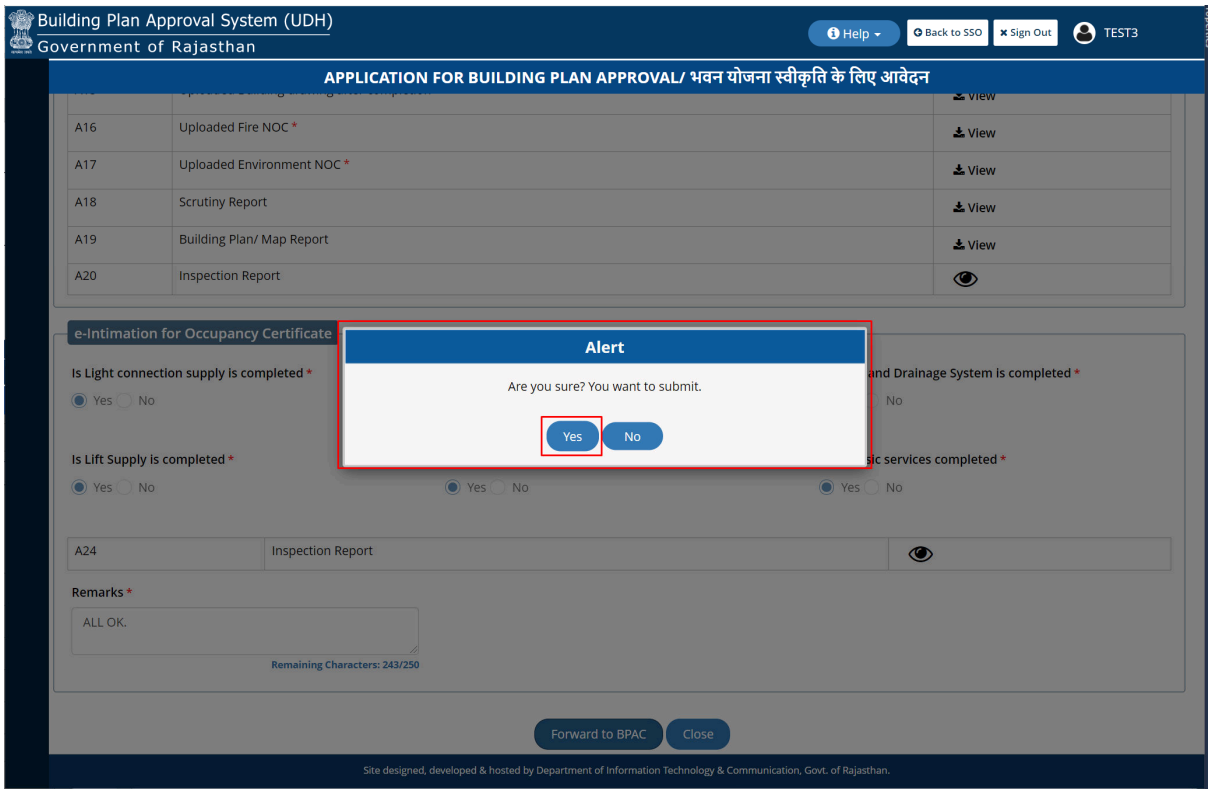
12. ATP login to the system to access the application as highlighted in the figure below.



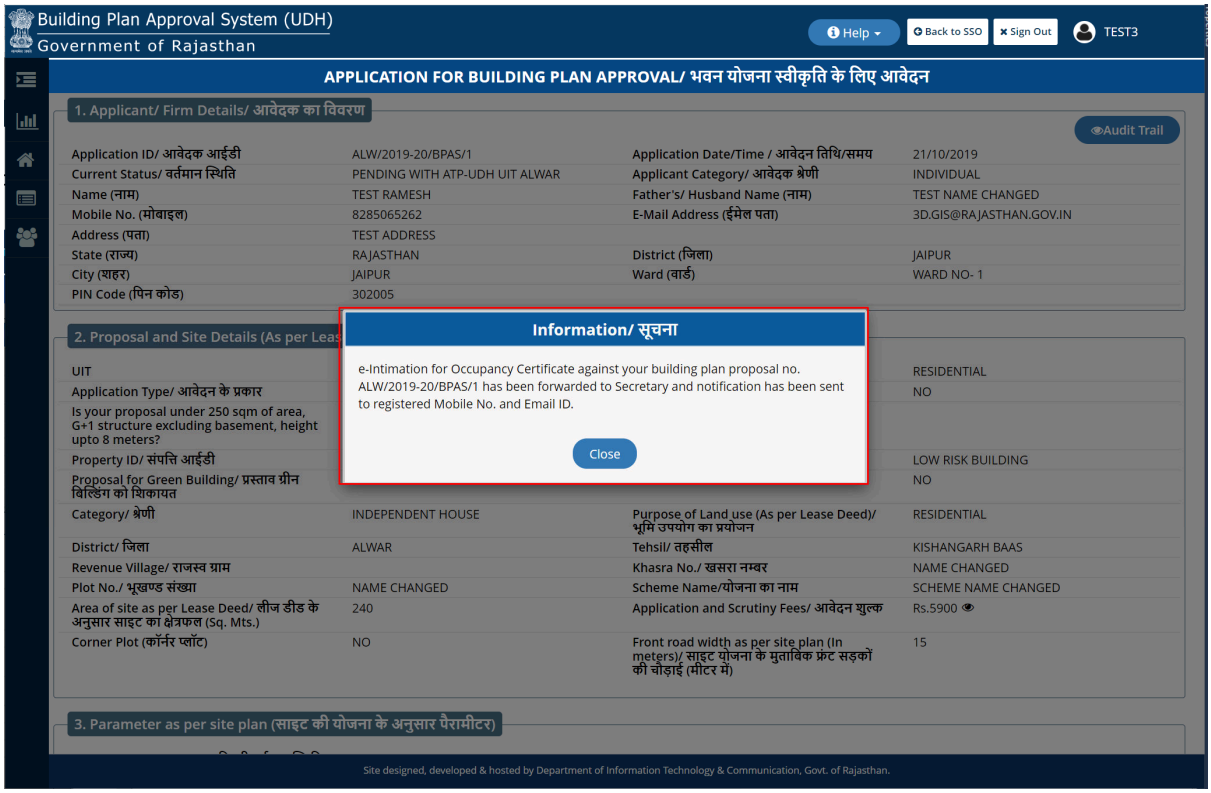
13. ATP review the application and supporting documents thoroughly along with JEN's inspection report as shown in the figure below and then enters his/ her REMARKS and then click on the "FORWARD TO BPAC" button as highlighted in the figure below.



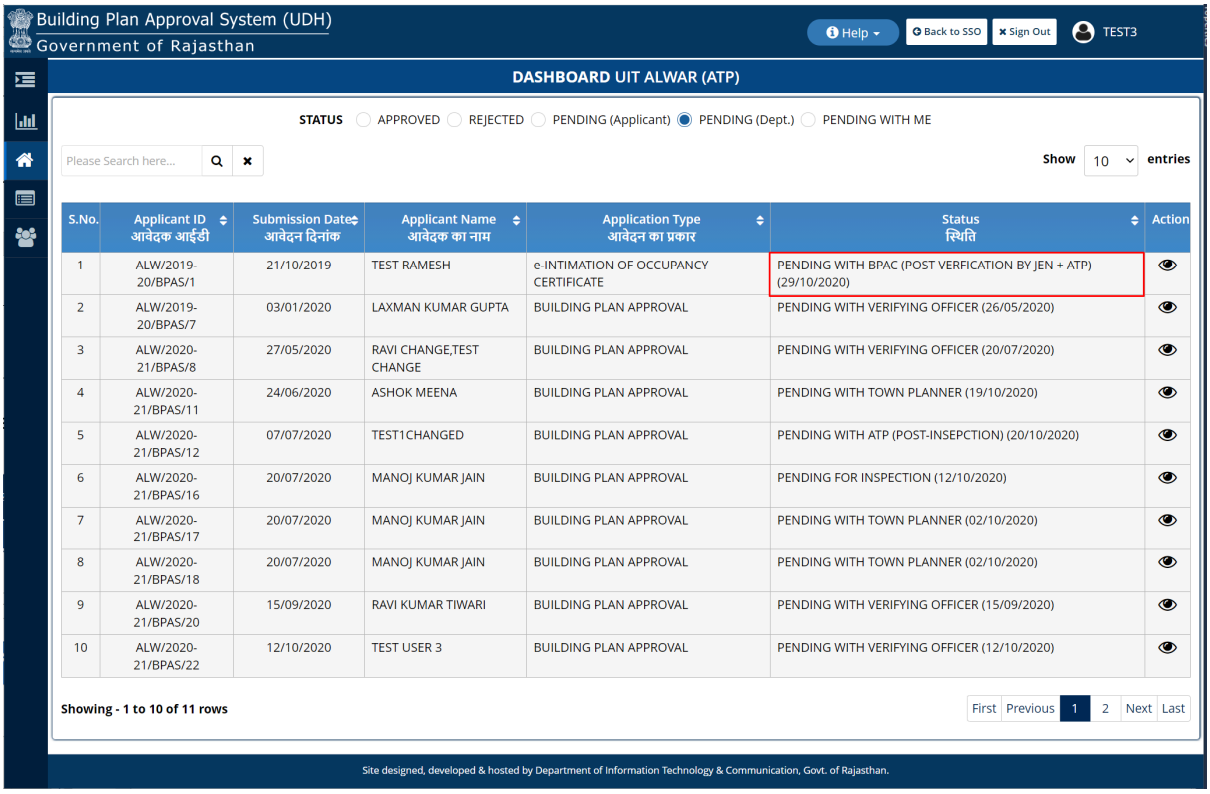
14. ATP is presented with a confirmation message as highlighted in the figure below.



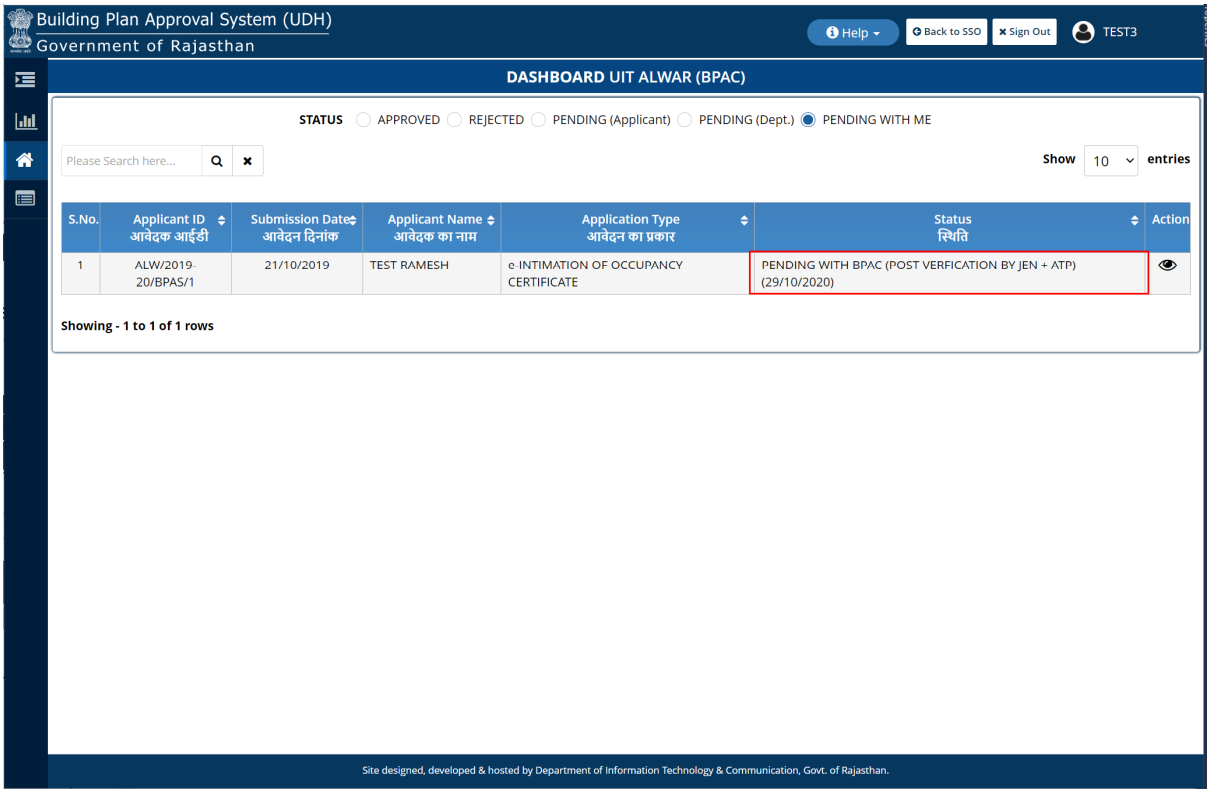
15. Upon clicking the YES button as highlighted above, ATP is presented with another confirmation message as shown below.



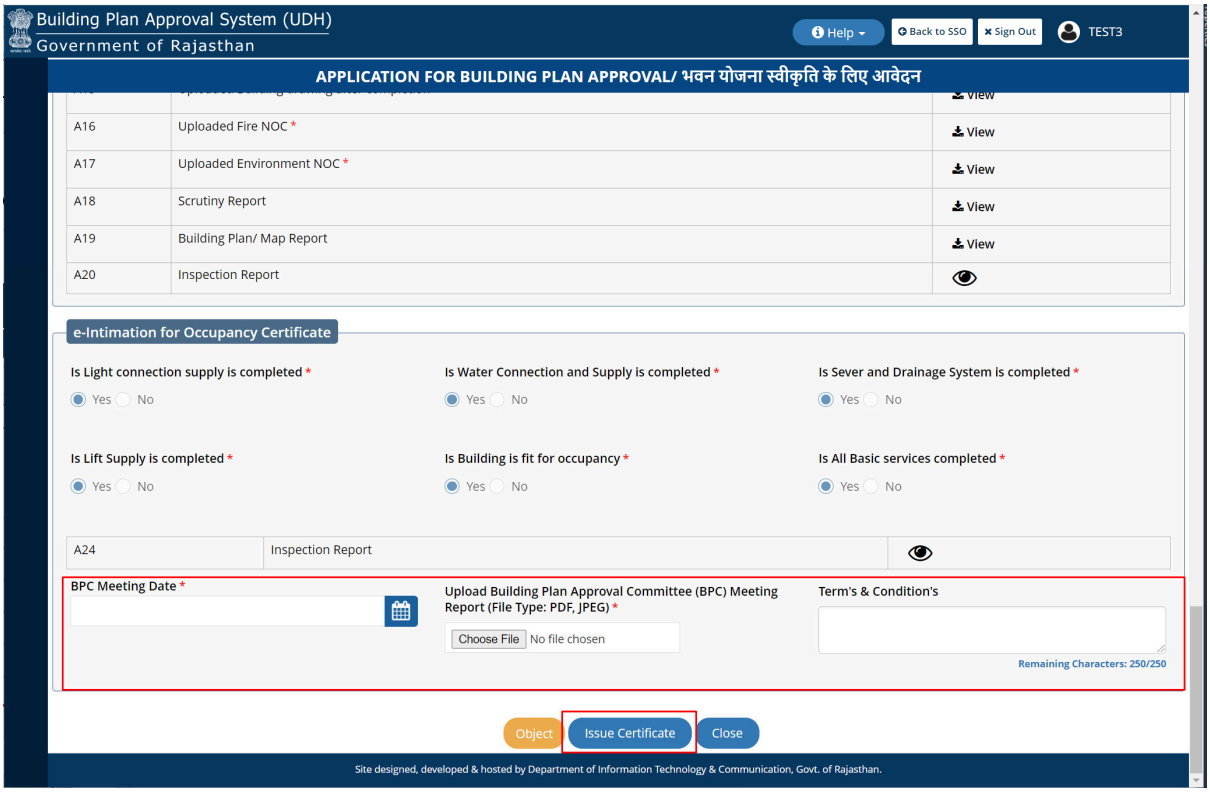
16. Application status is now updated as “PENDING WITH BPAC (POST VERIFICATION BY JEN + ATP)” as highlighted in the figure below and applicant is also notified of this event through SMS/ Email.



17. BPAC meeting is conducted OFFLINE and decision is uploaded on the portal by Member Secretary, BPAC (MS-BPAC). MS-BPAC login to the system to access the application as highlighted in the figure below.

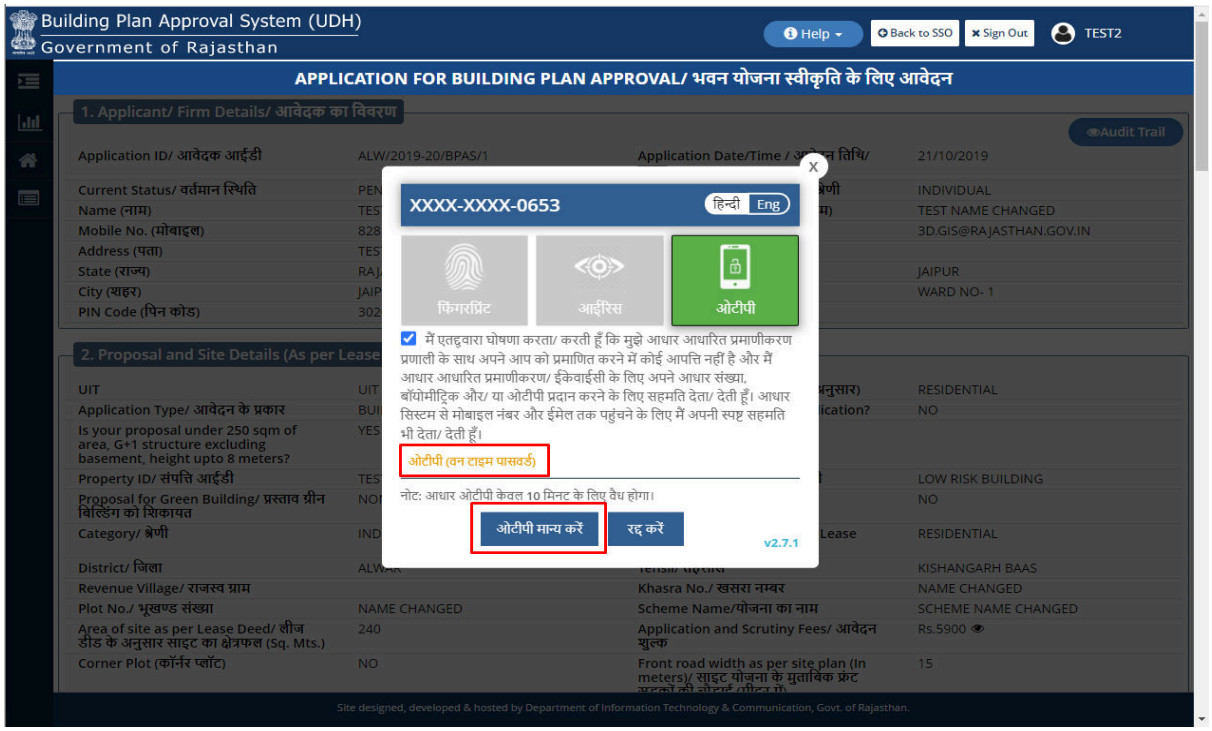


18. MS-BPAC enters the BPAC meeting date, uploaded the decision (MOM) along with additional T&C (optional) and if all OK, clicks “ISSUE CERTIFICATE” button as highlighted in the figure below to issue the digitally signed (eSign) approval certificate i.e. OCCUPANCY CERTIFICATE.

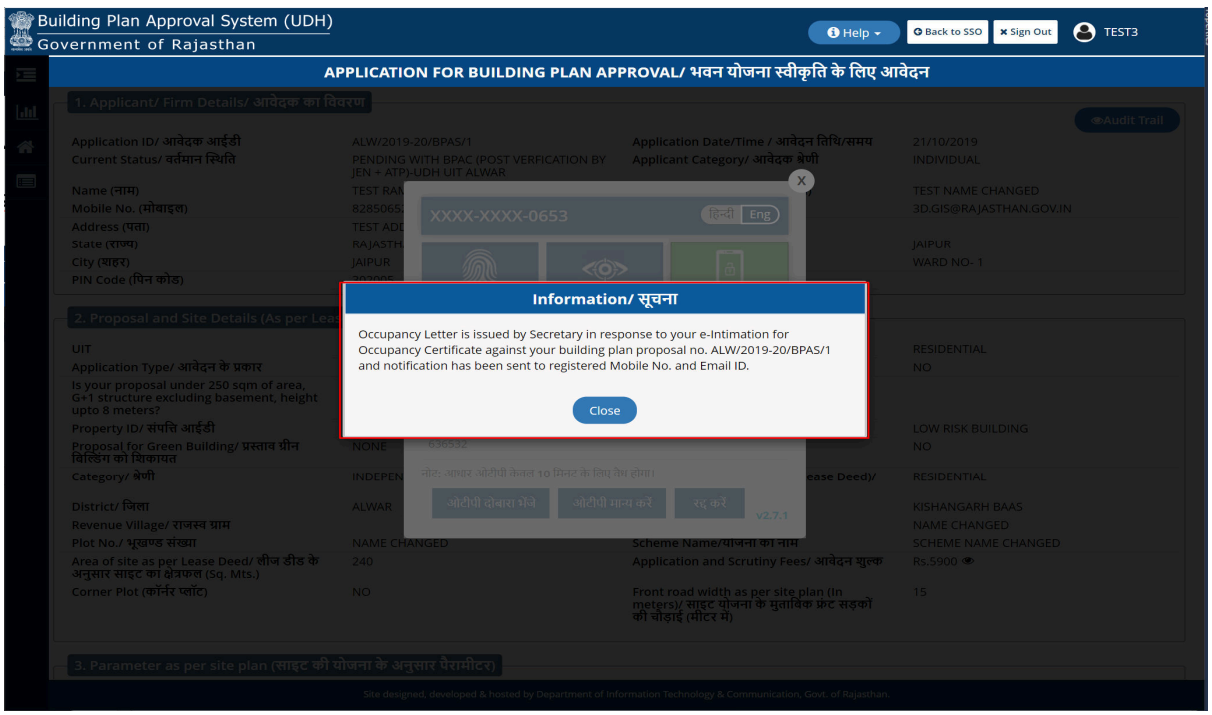


19. MS-BPAC clicks the “ISSUE CERTIFICATE button as highlighted in the figure above and is re-directed to the AADHAAR verification window as shown below.

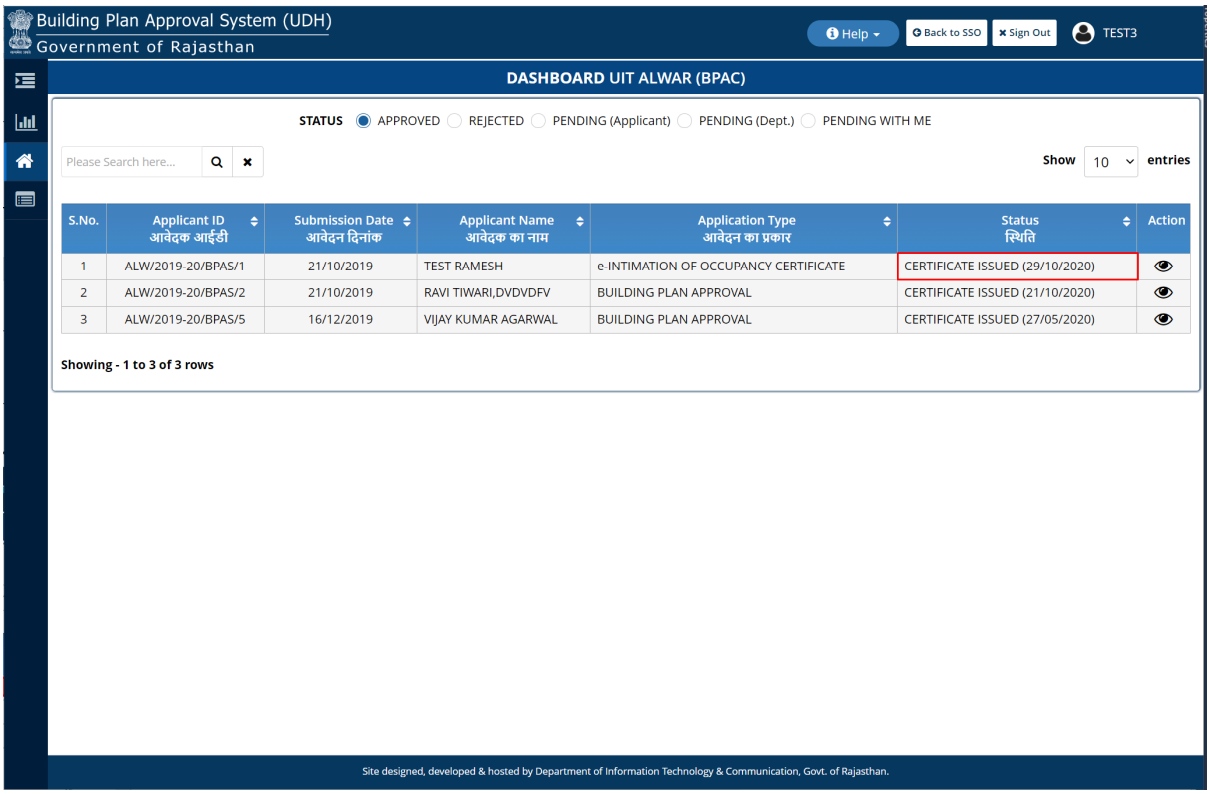
20. MS-BPAC selects the first checkbox to give his/ her consent for AADHAAR VERIFICATION and then clicks the “SEND OTP” button as highlighted in the figure above to receive the OTP on his mobile number registered with AADHAAR. MS-BPAC enters the received OTP and then clicks the “VERIFY OTP” button as shown below.



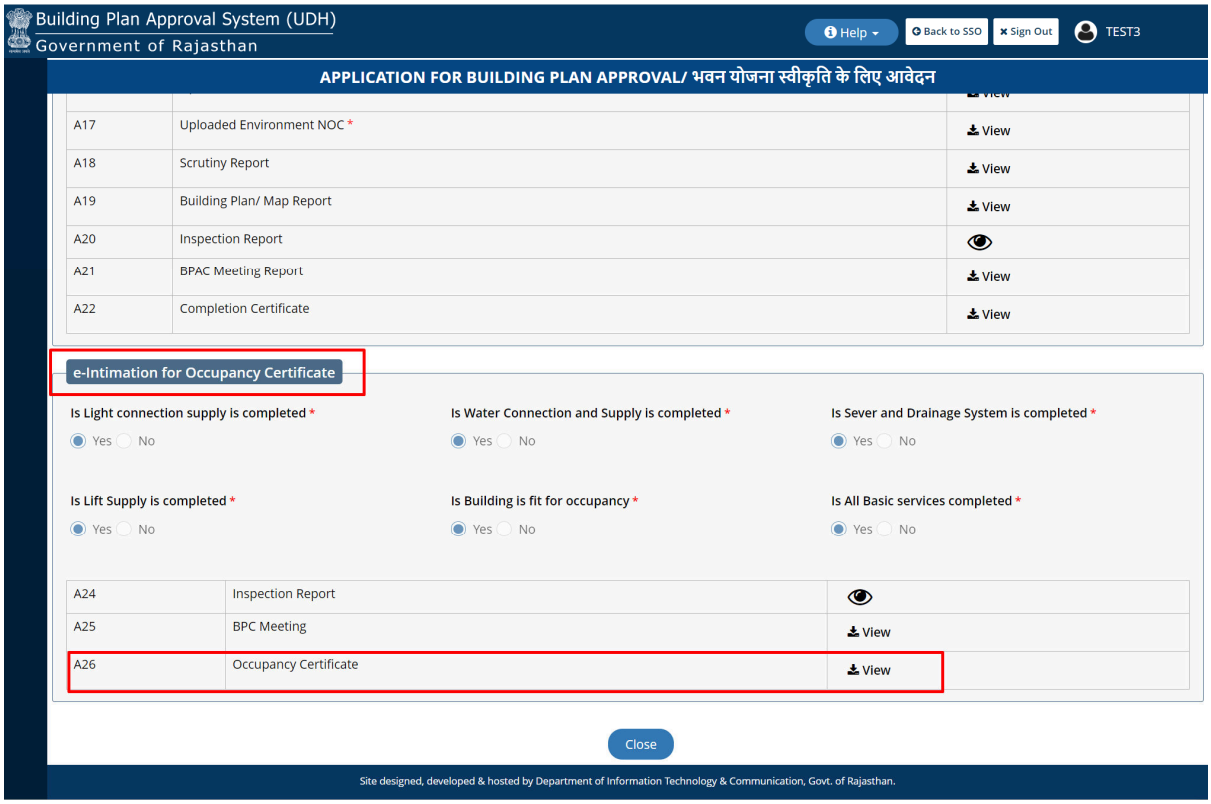
21. After successful AADHAAR VERIFICATION, MS-BPAC is presented with a confirmation window as highlighted in the figure below indicating the issuance of the digitally signed (eSign) OCCUPANCY CERTIFICATE. Applicant is also notified of this event through SMS/ Email and is also sent the eSign Occupancy Certificate.



22. Application status is now updated as “CERTIFICATE ISSUED” as highlighted in the figure below.



23. Any stakeholder/ Applicant can now login to the system to view the OCCUPANCY CERTIFICATE as highlighted in the figure below.



24. Digitally signed (eSign) OCCUPANCY CERTIFICATE.

GOVERNMENT OF RAJASTHAN
UIT ALWAR

Application No.: ALW/2019-20/BPAS/1 Date: 29/10/2020

Occupancy certificate

It is certified that e-Intimation for Occupancy certificate dated **29/10/2020** by the applicant(s) mentioned below against the building under scheme name **SCHEME NAME CHANGED** situated at **Plot No. NAME CHANGED,khasra No. NAME CHANGED,District ALWAR** having proposed nature of use as **RESIDENTIAL**, duly inspected on **29/10/2020** and subsequently, as per decision taken in Building Plan Approval Committee (BPC) meeting dated **29/10/2020 12:00:00 AM**, is found to be IN COMPLIANCE with approved building plan of the project.

1. Mr./ Mrs. **TEST RAMESH** Son/ Daughter/ Spouse **TEST NAME CHANGED** resident of **TEST ADDRESS**

This occupancy certificate is being issued with following conditions: -

1. All essential services and facilities shall be maintained in working condition by the developer.

Signature valid
Digitally Signed by UTTAM KUMAR SAHU
Designation : TEST
Date: 2020.10.29 11:53:49 IST
Reason: Approved
Location: RANCHI

Disclaimer:- It is a digitally signed certificate and does not require a physical signature.

THANK YOU